



Purchasing Summary

EVENT # 4501	TITLE: Architectural and Technical Support Services	COST: \$200,000.00
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TYPE OF PROCUREMENT: RFP	ANNUAL CONTRACT <input checked="" type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input type="checkbox"/>
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CONTRACT TERM (IF APPLICABLE)
December 20, 2018 through December 31, 2019.

M/WBE (IF APPLICABLE)
The MWBE goal for this proposal was 18% (5% MBE and 13% WBE). The recommended proposer submitted participation of 60% MWBE. MBE participation will be in the amount of 10% using Sustainable Design Consultants, LLC (Rincon, GA)^(C). WBE participation will be in the amount of 50% using Greenline Architecture, Inc. (Savannah, GA)^(E).

MATRIX (IF APPLICABLE)

	Qualifications & Experience (40 points)	Methodology (15 points)	References (5 points)	Local Vendor Participation (5 points)	MWBE Participation (10 points)	Fees (25 points)	Total (100 points)
Greenline	38	13	5	5	10	25	96
Gunn, Meyerhoff, Shay	38	12	5	5	10	22.59	92.59
Lominack Kolman Smith	35	14	5	5	7	23.02	89.02
LS3P	35	14	5	5	0	20.64	79.64

NOTES

Recommend approval to renew an annual contract for architectural and technical services with Greenline Architecture, Inc. in an amount not to exceed \$200,000.00. These services will be used for miscellaneous architectural and technical support services for projects of limited scope to be performed on a non-exclusive, indefinite quantity basis. The firm will provide basic architectural services, programming, conceptual design, building assessment, plan review, construction administration, project management, drafting, rendering and presentation drawings, historical research, and other services.

The method used for this procurement was the request for proposal, which evaluates criteria in addition to cost. Proposals were evaluated on the basis of qualifications and experience, methodology, references, local vendor participation, MWBE participation, and fees. The fees were based on hourly rates of various necessary positions for the architectural and technical services, including principal-in-charge, senior architect, junior architect, administrative assistant, technical clerk, CAD operator, project administrator, site inspector, and building construction inspector. The average hourly rate for Greenline Architecture, Inc. is \$119.73 per hour.

Proposals were originally received on October 4, 2016. This contract was awarded by Council on December 6, 2016. This is the second of two renewal options available.

B.P.	Greenline Architecture, Inc. (Savannah, GA) ^(E)	\$119.73 average hourly rate
	Gunn, Meyerhoff, Shay (Savannah, GA) ^(B)	\$132.50 average hourly rate
	Lominack, Kolman, Smith (Savannah, GA) ^(B)	\$130.00 average hourly rate
	LS3P (Savannah, GA) ^(B)	\$145.00 average hourly rate

A pre-proposal conference was not conducted as this was an annual contract renewal. (B) Indicates local, non-minority owned business. (C) Indicates non-local, non-minority owned business. (E) Indicates local, woman owned business. Recommend approval.

Local Available: Yes

MWBE Available: Yes

Total Sent: 573

MWBE Sent: 94

Total Received: 4

MWBE Received: 1

Vendor federally disbarred or suspended? No